

# Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name <input style="width: 90%;" type="text"/>	Social Security Number <input style="width: 90%;" type="text"/>
Date form completed <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	Date of school's determination that student withdrew <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment	

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	
1. Pell Grant	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>E. Total Title IV aid disbursed for the period.</b> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">A.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">+ B.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">= E. \$ .</div>
2. Academic Competitiveness Grant			
3. National SMART Grant			
4. FSEOG			
5. TEACH Grant			
<b>A.</b>		<b>C.</b>	<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">A.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">+ C.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">= F. \$ .</div>
Subtotal		Subtotal	
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	
6. Unsubsidized FFEL/Direct Stafford Loan	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">A.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">B.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">C.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">+ D.</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;">= G. \$ .</div>
7. Subsidized FFEL/Direct Stafford Loan			
8. Perkins Loan			
9. FFEL/Direct PLUS (Graduate Student)			
10. FFEL/Direct PLUS (Parent)			
<b>B.</b>		<b>D.</b>	
Subtotal		Subtotal	

## STEP 2: Percentage of Title IV Aid Earned

**Withdrawal date**  /  /

**H. Determine the percentage of the period completed:**  
 Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

÷

=

%

Hours scheduled to complete
Total hours in period

▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.  
 ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

**H.** . %

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

%

x

=

I. \$ .

Box H
Box G

## STEP 4: Title IV Aid to be Disbursed or Returned

▶ If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).  
 ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).  
 ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**  
 From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.  
**Stop here**, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

-

=

J. \$ .

Box I
Box E

**K. Title IV aid to be returned**  
 From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-

=

K. \$ .

Box E
Box I

Student's Name

Social Security Number

**STEP 5: Amount of Unearned Title IV Aid Due from the School****L. Institutional charges for the period**

Tuition	
Room	
Board	
Other	
Other	
Other	

Total Institutional Charges  
(Add all the charges together)

= **L.\$** .**M. Percentage of unearned Title IV aid**

100% – **Box H** % = **M.** . %

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

**Box L** X **Box M** % = **N.\$** .

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

**O.\$** .**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

**Title IV Programs**

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLUS (Graduate Student)
5. FFEL/Direct PLUS (Parent)

Amount for School to Return

Total loans the school must return = **P.\$** .

6. Pell Grant
7. Academic Competitiveness Grant
8. National SMART Grant
9. FSEOG
10. TEACH Grant

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

**Box K** – **Box O** = **Q.\$**

► If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds the student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

**Box B** – **Box P** = **R.\$**

- If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.
- If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned****S. Initial amount of Title IV grants for student to return**

From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R) .

**Box Q** – **Box R** = **S.** .

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

**Box F** X **50%** = **T.** .

**U. Title IV grant funds for student to return**

From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

**Box S** – **Box T** = **U.** .

► If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

**Title IV Grant Programs**

Amount To Return

1. Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. FSEOG
5. TEACH Grant